



CITY OF TAUNTON
MASSACHUSETTS

DEPARTMENT OF HUMAN RESOURCES

City Hall
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www.taunton-ma.gov

Amy Kazlauskas
Director

Sandra B. Peavey
Assistant Director

Maria Oliveira
Benefits Specialist

Rachael Capella
Benefits Specialist

Debbie Nunes
Benefits Clerk

PRINCIPAL CLERK (PROVISIONAL)
DEPARTMENT OF PUBLIC WORKS – OPERATIONS CENTER

There is an opening in the Department of Public Works Operations Center for a Principal Clerk (Provisional). Works under the general supervision of the DPW Commissioner and reports directly to the Office Manager. This position is included under the Public Employees Union Local 1144B.

Essential Functions

Performs similar or related work as required or as situation dictates. Functions include but are not limited to:

- Answers multiple telephone lines, record and respond to calls from the public
- Process purchase orders and vouchers for department purchases
- Must have knowledge of municipal procedures
- Work overtime during emergency situations
- Proficiency with Office 365, experience in Access database software. MUNIS experience preferred.
- Any additional duties assigned by department head to accomplish specific tasks
- Assist and be cross-trained in all DPW divisions as needed.

Requirements

High school diploma required, one to two years of related experience including experience working with the public or an equivalent combination of education and experience.

Qualifications

- Comprehensive knowledge of general office practices
- Basic accounting knowledge
- Ability to perform complex clerical work
- Must possess strong organizational skills for multi-task environment, with ability to work independently, prioritize several on-going tasks and complete complex assignments, all with minimum supervision.

Full job description available at Human Resources. The City reserves the right to test any and all candidates applying for this position.

Salary Range: Step 1 \$21.24 to Step 4 \$22.43 per hour, 35 hour work week.

Submit resume and application with cover letter in confidence by March 17, 2022 to:

hrjobs@taunton-ma.gov

or

Human Resources Department
City of Taunton
15 Summer Street
Taunton, MA 02780

Employment Application: www.taunton-ma.gov under Job Opportunities

The City of Taunton is an M/F/EEO Employer.

Posted: *Amy Kazlauskas*
3/8/2022